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Executive Committee Minutes August 1988-June 1989

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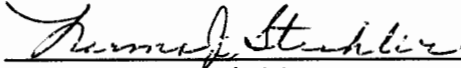
Notes

1. Pencil
2. Photocopies
3. Post-It Notes

ASC Executive Committee Notes
August 9, 1988

PRESENT: Carr, Crawford, Fitzgerald, Kaplan, Regan, Schultz, Stickler,
Swaisgood

1. Discussion of Opening Day afternoon activities. Program will include greetings from President Olscamp, recognition of 15/20/25 year administrative staff, recognition of past president, Ferrari Award. All Ferrari Award nominees will be announced.
2. Softball game August 14 at 2:00. Kaplan, Bressler, Keeley, Yon, and Ramirez will represent ASC.
3. Committees. Ron Thompson will continue on the Human Subjects Review Board. Jane Schimpf will take Sue Cerny's place on the Monitor Advisory Board.
4. Agendas. Discussion of potential guests. Agreement that for September we will try to have Mary Edmonds, followed by Dick Bowers and Louis Johnson.
5. Joint meetings with SEC. PF will check with Bartley Brennan about having one meeting per semester and about involving CSC.
6. Sue Crawford will attend Faculty Senate Meetings for ASC.
7. Diane Regan gave an update on the Welfare Committee. Salaries will be the committee's primary focus this year. CUPA data are being ordered and analyzed.


Norma J. Stickler
ASC Secretary

xc: Annmarie Heldt

ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE MEETING

August 9, 1988

AGENDUM:

1. August 22nd Administrative Staff Reception
 - schedule
 - collection agent(s)?
 - recognition of Ferrari Award nominees
2. CSC, ASC vs WIVG/13 softball game -- Aug. 14th
3. Committee appointments:
 - Monitor Advisory Board : ASC member *Jane Schimpf*
 - Human Subjects Review Board
 - others
4. Program for September ASC meeting
 - guests for year:
5. Plan for meetings with SEC and CSC
 - format?
 - frequency?
6. Welfare committee report:
7. Reports from members:

Carr

ADMINISTRATIVE STAFF COUNCIL

EXECUTIVE COMMITTEE MEETING

August 23, 1988

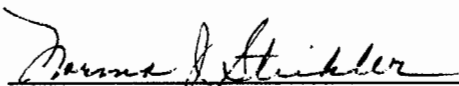
AGENDUM:

1. August 22nd Administrative Staff Reception
-evaluation
2. CSC/ASC vs WIVG/13 softball game -- report -Josh
3. Committee appointments:
 - Ferrari Committee chair for next year
4. Program for September ASC meeting-
 - ASC network
 - guests for Sept. - Jill
5. Welfare Committee report
6. Reports from members:

ASC Executive Committee Notes
August 22, 1988

PRESENT: Fitzgerald, Jordan, Kaplan, Regan, Stickler,

1. Review of Opening Day reception. Good reports. Attendance over 125. Bill for wine totaled \$138; \$171 was collected. The balance will be deposited to ASC Foundation Account. The existence of our Foundation Account will be publicized.
2. Rich Hughes will be invited to attend Executive Committee meetings.
3. Stickler and Crawford will investigate local refreshment possibilities.
4. Stickler will contact Bob Arrowsmith about next year's Ferrari Committee.
5. September agenda:
 - Mary Edmonds (tentative)
 - Richard Bowers (Jill Carr is still checking)
 - Report from the Personnel Welfare Committee
 - Communications Network
 - Issues that should become future agenda items


Norma J. Stickler
ASC Secretary

xc: Annmarie Heldt

Becky
 Josh
 Linda
 Greg
 Charles
 Pat
 Sue
 Jill
 Diane

ASC

Executive Committee Meeting

September 13, 1983

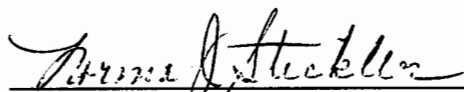
1. Representative to CSC meetings
2. Joint meeting welfare - Jeff Jackson.
3. Welfare Committee Report
4. Personnel Office Combination
5. Scholarship Committee Additions - *Barb Keeler*
Marcia Patton
6. Greg Jordan: United Way appeal, Oct 6th meeting
7. Martini: picture id's for staff
8. Sam Ramirez: employee assistance program
9. new business:

✓ 6

ASC Executive Committee Notes
September 13, 1988

PRESENT: Carr, Crawford, Fitzgerald, Heyman, Jordan, Kaplan, Regan,
Schultz, Stickler, Swaisgood

1. Melissa Firestone will be asked to be the ASC liaison to CSC.
2. A joint meeting between the welfare committees of ASC and CSC will be arranged. Rich Hughes will contact Jeff Jackson.
3. Personnel Welfare Committee reported on insurance discussion. No progress made on salary study. Chris Dalton will be invited to PWC meeting in the near future.
4. A new law that could require all employees working over 17.5 hours to receive prorated benefits was discussed.
5. Pat Fitzgerald spoke with the President regarding plans for a joint personnel office. No definite plans have been established, but Dr. Olscamp said that ASC would be represented in the decision.
6. Greg Jordan will be granted time to make a presentation about United Way at the October meeting.
7. Joe Martini has asked for ASC support in the plan to have picture ID's for all faculty and staff. It is hoped that these ID cards will cut down on the abuse that currently takes place.
8. Sam Ramirez asked that consideration be given to including a statement about Employee Assistance Program in the Administrative Staff Handbook.
9. Norma Stickler, Sue Crawford, and Deb McLaughlin will serve as a subcommittee to review the configuration of the Administrative Staff Handbook. NS will convene.
10. There was brief discussion of better ways to handle staff awards for those who have been here 15 or more years.
11. A subcommittee report was given by Sue Crawford on potential for drinks or high tea at Kaufman's. Agreed to begin October 6 with weekly gatherings of all Administrative Staff. SC will make the arrangements with Kaufman's.
12. Josh Kaplan gave a brief report on Wellness Committee.


Norma J. Stickler
ASC Secretary

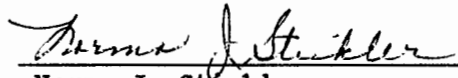
xc: Annmarie Heldt

✓ 7

ASC Executive Committee Notes
September 27, 1988

PRESENT: Carr, Fitzgerald, Heyman, Hughes, Kaplan, Regan, Schultz,
Stickler, Swaisgood

1. Discussion of October 6 agenda.
2. Report from Personnel Welfare Committee
One meeting has been held. The Committee will split into two groups to deal with salary and fringe benefits. Salary deliberations will involve 3 major goals: data base for salary recommendations, recommendation on procedures for market adjustments, and study of internal vs. external positions. Comparisons will be made with industry and business for those areas that cannot recruit from other than universities. The recommendations of the Wellness Committee will be incorporated into ASC's fringe benefit request. Chris Dalton will be invited to attend a meeting of the PWC.
3. GASP (Gathering of Administrative Staff Personnel) was organized and named, will begin Thursday.


Norma J. Stickler
ASC Secretary

xc: Annmarie Heldt
Rich Hughes

ASC

Executive Committee Meeting

September 27, 1933

1. Agenda for October 6th ASC meeting
2. Request from Sam Ramirez for time
3. Welfare Committee Report ?
4. Handbook review committee
5. Name and promotion for staff High Tea Happy Hour
6. New business

ASC Executive Committee Meeting

October 11, 1988

1. October ASC meeting review
2. Welfare Committee Report
3. Guest for Nov. Meeting
4. Future GASP
5. joint meeting with Senate Exec.
(Pat will coordinate)
6. Other matters

Becky

Rick

Sue

Greg

Josh

Charles

Pat

NS

Present:
Pat Fitzgibbon, Carr, Delaney, Coleman, Jordan,
Shawgood, Kegan, Kaplan, Mueller
Guest: Chris Dalton

ASC Executive Meeting:

October 25th, 1978

1. Agenda items for November meeting:

- Cholesterol screening available by departments
- Barb Miller/ rec center

2. Chris Dalton;

- budget planning
- policies changes that don't have direct budget implications
- insurance issues

3. Ad hoc subcommittees:

Barb Keller, ERIF

4. President's Panel: items?

5. Questions for Pres. Olscamp : Nov meeting

ADMINISTRATIVE STAFF COUNCIL
FRINGE BENEFIT REQUEST
1988-89

Based on the results of the recent Administrative Staff Fringe Benefit Survey, the Administrative Staff Council hereby recommends the following additions/changes to the Administrative Staff fringe benefit package effective July 1, 1988. Although our additions/changes are ranked in priority order, we request that all items be given full consideration.

1. In order to support the concept of preventive medicine as a means to the ultimate reduction of long term, high cost medical treatment, the Administrative Staff requests that the University cover the Reasonable Customary Cost of a preventive physical examination every two (2) years exclusive of diagnostic tests and the laboratory cost of an annual pap smear.
2. Administrative Staff throughout the campus feel strongly, and request frequently, that the employee contribution to the cost of family health insurance benefits be eliminated. We understand that the plan to raise the University's contribution toward family health insurance benefits to 92% beginning January 1, 1988 has been deferred due to budget constraints. We request that the University's contribution toward family health insurance benefits be increased to 100%.
3. The Administrative Staff requests that the University provide full coverage of family dental/vision benefits. Again this would assist with the desire to remain competitive with other state colleges and universities and area employers.
4. The Administrative Staff requests that all benefits provided for full-time Administrative Staff be available to part-time Administrative Staff on a prorated basis.
5. In an effort to promote both a healthy lifestyle and preventative health measures, and to hold the cost of medical payments paid by the University to a minimum, the Administrative Staff requests that Administrative Staff who join the Student Recreation Center and participate in the FITWELL program, maintaining a designated level of participation, be provided each semester thereafter, as a benefit, a Student Recreation Center Lift pass. This pass would be provided so long as an individual maintained the designated level of participation. The staff member would be permitted to pay the difference for a regular membership.
6. The Administrative Staff requests that two days of annually accrued sick leave be considered personal days with unconditional usage.

ASC Executive Committee Meeting

November 8, 1983

Agenda:

1. Handbook revision - Norma
 2. SEC meeting - Fitz *include C.S.C.*
 3. Plans for December ASC meeting - *Yarnell, Handbook,*
 4. Welfare committee report *Profr Development*
 5. ✓ day care *Employee ID.*
 6. professional leave - *Sue* *Employee Assistance* } *Sam*
 7. other matters *Get 7 week.* *(Pat will check)*
- Admin. Awareness,*

ASC Executive Committee

November 22, 1983

Thanksgiving Meeting: Kaufman's

1. Meeting with SEC Officers: Fitz

*Innocent
Day Care*

*Committees
Guarantee for non renewal*

2. Guests for December Meeting: Jill

*Jean Yarnell,
-Marian-*

3. Welfare Committee Report Rich

2-10-84 Day Care

4. Handbook revisions

Norma

Reviewed time for other cases

5. Early retirement

*Comes from
Charter*

6. Day care:

7. Other matters

Smoking

ASC Exec Committee Meeting:

Tuesday, December 20, 1989: Noon

Kaufman's at the Lodge

Agenda:

1. Report on meeting with Faculty and CSC officers:
2. Release Time for physical fitness proposal: Fich Hughes
3. January meeting agenda *1. Handbook Changes*
2.
4. "Handbook changes" revision.
5. Welfare committee report
6. Other business:

Report from Safety C.

Jan 3 ~~Exec Mtg Room!~~
Exec Mtg. 10th
ASC meeting Change by 1 week!
2 sick leaves days
as Policy change.

Howers



Bowling Green State University

Office of On Campus Housing
Bowling Green, Ohio 43403-0151
(419) 372-2011
Cable: BG5UOH

December 14, 1988

MEMORANDUM

TO: Members of the ASC Executive Committee
FROM: Rich Hughes, On-Campus Housing *RH*
RE: Release time for physical fitness

The fringe benefit subcommittee met yesterday to draft the first version of our proposed policy regarding release time for physical fitness. Enclosed is the policy. I am planning on bringing the policy before the Executive Committee on Tuesday, December 20th for your comments and review. Please review the policy and share with me any questions, comments or criticisms you may have at the Executive Committee meeting.

RH/jkm

Met w/ T. Parsons.

Release Time for Physical Fitness

Release time for physical fitness is designed to provide an administrative staff member with the opportunity to participate in a routine program of physical exercise. An administrative staff member who is a member of the Student Recreation Center is eligible for release time for physical fitness.

The following guidelines must be observed when using release time for physical fitness:

1. Three non-contiguous 30 minute time periods per work week will be permitted for release time for physical fitness. Only one 30 minute time period may be used per day in conjunction with the following times:
 - a. the start of the work day
 - b. immediately prior to lunch
 - c. immediately following lunch
 - d. the end of the work day
2. Release time for physical fitness cannot be accrued.
3. Release time for physical fitness can only be used at the Student Recreation Center or facilities supported by the Student Recreation Center.
4. Supervisors may request verification of proper use of release time for physical fitness.

It is recommended that, prior to any physical activity, administrative staff members seek the supervision of their personal physician and/or participate in the Fitwell Assessment program.



Bowling Green State University

17
The Faculty Senate
140 McFall Center
Bowling Green, Ohio 43403-0021
(419) 372-2751
Cable: BGSUOH

TO: MICHAEL FITZPATRICK, CHAIR
ADMINISTRATIVE STAFF COUNCIL
ROBERT KREIENKAMP, CHAIR
CLASSIFIED STAFF COUNCIL

FROM: BARTLEY A. BRENNAN
CHAIR

A handwritten signature in cursive script that reads "Bart Brennan".

DATE: DECEMBER 7, 1988

RE: JOINT MEETING OF OFFICERS OF GOVERNANCE BODIES

As a follow-up to our telephone conversation, Officers of the three governance bodies will meet on Monday, December 19th at 11:30 a.m. in the Senate Conference Room, 140 McFall Center.

This will, as we agreed, be an informal meeting with no minutes to explore some issues that are of mutual concern to all of us. Everyone should feel free to bring lunch.

I am attaching a draft agenda which includes four items we have thought of. If any of the Officers wish to add more, they can do so by calling Linda Canady in the Faculty Senate Office.

I look forward to meeting with all.

Best regards.

ljc

pc: Ann-Marie Lancaster, Vice-Chair
Bonita Renee Greenberg, Senate Secretary

DRAFT

AGENDA

1. DAY CARE CENTER
2. INSURANCE
3. PERSONNEL OFFICE
4. TOXIC WASTE

Administrative Staff Council

Executive Committee Meeting

January 10, 1989: Noon

University Union/ Canal Room

Agenda:

1. FWC - salary report and recommendation: Jill Carr *Approved.*
2. Agenda for Jan 12 ASC meeting
3. Legal Services Committee replacement for Don Passmore

Diane Brady.

Agenda

Making campus non-smoking

Check # 1-1 Jeff

Bob Martin mtg.

ADMINISTRATIVE STAFF COUNCIL EXECUTIVE COMMITTEE

MEETING AGENDA: JANUARY 24, 1989

1. Review of ASC meeting -- January 12, 1989
2. Copy of letter to Chris Dalton to go with Welfare Report.
3. Guidelines needed for membership on search committees.
- ✓4. Permanent guidelines for distribution of market adjustment pools.
60/40 split - leave as is?
5. Agenda for next ASC meeting: time for a guest? Board member? *Mileti*
Worked
6. CASP meeting with Bob Martin; make sure we have a welcome committee at Kaufman's
7. Other business.

ERIP - equal plans,

Insurance:

*Can faculty unilaterally say they want
to participate in Bond program -*

Are we all subsidizing incoming staff.

CSC Executive Meeting

February 14, 1989

Union: 12 -- noon

AGENDA:

*** Guest : Bob Martin, Vice President for Operations

1. Length of ASC terms on University Committees - Norma
2. Replacement for Bill Jones? - ASC
3. Draft: University Policy on a Drug-Free Workplace
4. Update on Preventive Medicine Detection Examination.
5. March ASC meeting. - *Insurance cost savings*
more members.
6. Report on meeting with Bob Freienkamp and Bart Brennan *Insurance Comm.*
 - personnel committee
 - future meeting date for joint committees -?
7. Parking Committee Update -- Linda
8. Other matters:

ASC budget



Bowling Green State University

The Faculty Senate
140 McFall Center
Bowling Green, Ohio 43403-0021
(419) 372-2751
Cable: BGSUOH

TO: Norma Stickler, Secretary
Administrative Staff Council

FROM: Linda J. Canady *LJC*
Secretary

DATE: February 6, 1989

RE: Administrative Staff Positions for University Standing Committees

Enclosed is a list of administrative staff positions for university standing committees which are handled through the Administrative Staff Council. Please indicate any corrections on the list and send a copy back to the Faculty Senate office for update. If you have any questions, please do not hesitate to call me at 2-2751.

Thank you.

ljc

Attachment

**Administrative Staff Positions
University Standing Committees
2/4/89**

Bookstore Advisory

Administrative Staff, Appointed by: Administrative Staff Council, 1 year term

Computing Council

Administrative Staff, Appointed by: Administrative Staff Council, 3 year term

Equal Opportunity Compliance

Administrative Staff, Elected by: Administrative Staff, 3 year term

Administrative Staff, Elected by: Administrative Staff, 3 year term

Insurance

Administrative Staff, Appointed by: Administrative Staff Council, 2 year term

Insurance Appeals

Administrative Staff, Elected by: Administrative Staff Council, 3 year term

Library Advisory

Administrative Staff (Lib & Learn Fcc), Appointed by: Administrative Staff Council, 3 year term

Strategic Planning

Administrative Staff at BG > 4 yrs, Elected by: Administrative Staff, 3 year term

Telecommunications Advisory

Administrative Staff, Appointed by: Administrative Staff Council, 3 year term

University Union Advisory

Administrative Staff, Elected by: Administrative Staff, 1 year term

DRAFT

UNIVERSITY POLICY ON A DRUG-FREE WORKPLACE

- A. It is the policy of Bowling Green State University to provide and maintain a drug-free workplace. To this end, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by University employees on University premises or University-related premises is prohibited.
- B. To assist in providing and maintaining a drug-free workplace, the University has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace. In addition, it is the intent of the University to require employees who violate this policy to participate in designated drug rehabilitative programs as provided in section D of this policy.
- C. An employee charged with a violation of section A of this policy will be provided with a hearing consistent with established University hearing procedures.
- D. Any employee found in violation of section A of this policy is subject to the following action:
 - 1. ^{conviction} For a first offense involving the unlawful use or possession of a controlled substance, the employee shall be required to participate and complete a drug counseling rehabilitative program designated by the University. Failure of the employee to participate in and complete the designated drug counseling rehabilitative program will result in suspension without pay for a period not to exceed 90 days during which time the employee must participate in and complete the designated drug counseling rehabilitation program. Failure to participate in and complete the designated drug counseling rehabilitation program within the 90 days will result in termination of employment. *Policy 90 days limit*
 - 2. ^{conviction} For a first offense involving the unlawful manufacture, distribution or dispensation of a controlled substance, the employee will be terminated.
 - 3. For a second offense involving the unlawful use or possession of a controlled substance, the employee may be subject to the conditions specified in section D 1 of this policy or may be terminated from employment. Action under this section will depend upon various conditions, including but not limited, to the following: elapsed time between offenses, prior criminal convictions for drug-related offenses, the quantity of the controlled substance used or possessed and recommendations of professional drug counseling rehabilitation personnel and/or supervisors.
- E. The University will distribute to all employees a copy of this policy.

F. The following provisions apply when an employee is employed under a federal grant.

1. As a condition of employment, the employee agreed to abide by the terms of this policy.
2. As a condition of employment, the employee agrees to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
3. The University (employer) will notify the granting agency within 10 days after receiving notice of a conviction under section F2 of this policy from an employee or otherwise receiving actual notice of such conviction.

public housing agencies (including Indian housing authorities) for use in eliminating drug-related crime in public housing projects.

SEC. 514. ELIGIBLE ACTIVITIES.

A public housing agency may use a grant under this chapter for—

- (1) the employment of security personnel in public housing projects;
- (2) reimbursement of local law enforcement agencies for additional security and protective services for public housing projects;
- (3) physical improvements in public housing projects which are specifically designed to enhance security;
- (4) the employment of 1 or more individuals—

(A) to investigate drug-related crime on or about the real property comprising any public housing project; and

(B) to provide evidence relating to any such crime in any administrative or judicial proceeding;

(5) the provision of training, communications equipment, and other related equipment for use by voluntary public housing tenant patrols acting in cooperation with local law enforcement officials;

(6) innovative programs designed to reduce use of drugs in and around public housing projects; and

(7) providing funding to nonprofit public housing resident management corporation and tenant councils to develop security and drug abuse prevention programs involving site residents.

SEC. 515. APPLICATIONS.

(a) IN GENERAL.—To receive a grant under this chapter, a public housing agency shall submit an application to the Secretary, at such time, in such manner, and accompanied by such additional information as the Secretary may reasonably require. Such application shall include a plan for addressing the problem of drug-related crime on the premises of public housing projects administered by the public housing agency.

(b) CRITERIA.—The Secretary shall approve applications under this chapter based upon—

(1) the extent of the crime problem in the facilities of the public housing project;

(2) the quality of the plan of the public housing agency to address crime in public housing projects;

(3) the capability of the public housing agency to carry out the plan; and

(4) the extent to which the local government and local community support the anti-crime activities of the public housing agency.

SEC. 516. DEFINITIONS.

For purposes of this chapter:

(1) **CONTROLLED SUBSTANCE.**—The term "controlled substance" has the meaning given such term in section 102 of the Controlled Substances Act (21 U.S.C. 302).

(2) **DRUG-RELATED CRIME.**—The term "drug-related crime" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance.

(3) **SECRETARY.**—The term "Secretary" means the Secretary of Housing and Urban Development.

SEC. 517. IMPLEMENTATION.

The Secretary shall issue regulations to implement this chapter within 180 days after the date of the enactment of this Act.

SEC. 519. REPORT TO CONGRESS.

Not later than June 30, 1990, the Secretary, in consultation with the Director of National Drug Control Policy, shall submit to the Congress a report setting forth the activities carried out under the program es-

tablished in this chapter. The report shall include any recommendations of the Secretary for revisions necessary to make the program more effective.

SEC. 519. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this chapter \$3,500,000 for fiscal year 1989 and such sums as may be necessary for fiscal year 1990. Any amount appropriated under this section shall remain available until expended.

CHAPTER 3—DRUG-FREE PUBLIC HOUSING

SEC. 541. SHORT TITLE.

This chapter may be cited as the "Drug-Free Public Housing Act of 1988".

SEC. 542. STATEMENT OF PURPOSE.

The purpose of this chapter is to reaffirm the principle that decent affordable shelter is a basic necessity, and the general welfare of the Nation and the health and living standards of its people require better coordination and training in drug prevention programs among the public officials and agencies responsible for administering the public housing programs of the Nation.

SEC. 544. CLEARINGHOUSE ON DRUG ABUSE IN PUBLIC HOUSING.

(a) **ESTABLISHMENT.**—The Secretary of Housing and Urban Development shall establish, in the Office of Public Housing in the Department of Housing and Urban Development, a clearinghouse to receive, collect, process, and assemble information regarding the abuse of controlled substances in public housing projects.

(b) **FUNCTIONS.**—The clearinghouse established under subsection (a) shall—

(1) respond to inquiries by members of the public requesting assistance in investigating, studying, and working on the problem of the abuse of controlled substances; and

(2) receive, collect, process, assemble, and provide information on programs, authorities, institutions, and agencies that may further assist members of the public requesting information from the clearinghouse.

SEC. 544. REGIONAL TRAINING PROGRAM ON DRUG ABUSE IN PUBLIC HOUSING.

(a) **ESTABLISHMENT.**—The Secretary shall establish a regional training program for the training of public housing officials, to better prepare and educate the officials to confront the widespread abuse of controlled substances in the communities in which the officials work.

(b) **OPERATION.**—The regional training program established under subsection (a) shall be conducted within 12 months after the date of the enactment of this Act by a national training unit established by the Secretary.

SEC. 544. DEFINITIONS.

For purposes of this chapter:

(1) **CONTROLLED SUBSTANCE.**—The term "controlled substance" has the meaning given such term in section 102 of the Controlled Substances Act (21 U.S.C. 302).

(2) **SECRETARY.**—The term "Secretary" means the Secretary of Housing and Urban Development.

SEC. 544. REGULATIONS.

Not later than 6 months after the date of the enactment of this Act, the Secretary shall issue any regulations necessary to carry out this chapter.

Subtitle D—Drug-Free Workplace Act of 1988

SEC. 551. SHORT TITLE.

This subtitle may be cited as the "Drug-Free Workplace Act of 1988".

SEC. 552. DRUG-FREE WORKPLACE REQUIREMENTS FOR FEDERAL CONTRACTORS.

(a) **DRUG-FREE WORKPLACE REQUIREMENT.**—

(1) **REQUIREMENT FOR PERSONS OTHER THAN INDIVIDUALS.**—No person, other than an indi-

vidual, shall be considered a responsible source, under the meaning of such term as defined in section 4(8) of the Office of Federal Procurement Policy Act (41 U.S.C. 403(8)), for the purposes of being awarded a contract for the procurement of any property or services of a value of \$25,000 or more from any Federal agency unless such person has certified to the contracting agency that it will provide a drug-free workplace by—

(A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(B) establishing a drug-free awareness program to inform employees about—

(i) the dangers of drug abuse in the workplace;

(ii) the person's policy of maintaining a drug-free workplace;

(iii) any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) the penalties that may be imposed upon employees for drug abuse violations;

(C) making it a requirement that each employee to be engaged in the performance of such contract be given a copy of the statement required by subparagraph (A);

(D) notifying the employee in the statement required by subparagraph (A), that as a condition of employment on such contract, the employee will—

(i) abide by the terms of the statement; and

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

(E) notifying the contracting agency within 10 days after receiving notice under subparagraph (D)(ii) from an employee of otherwise receiving actual notice of such conviction;

(F) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5154; and

(G) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A), (B), (C), (D), (E), and (F).

(2) **REQUIREMENT FOR INDIVIDUALS.**—No Federal agency shall enter into a contract with an individual unless such contract includes a certification by the individual that the individual will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

(b) **SUSPENSION, TERMINATION, OR DEBARMENT OF THE CONTRACTOR.**—

(1) **GROUND FOR SUSPENSION, TERMINATION, OR DEBARMENT.**—Each contract awarded by a Federal agency shall be subject to suspension of payments under the contract or termination of the contract, or both, if the contractor thereunder or the individual who entered the contract with the Federal agency, as applicable, shall be subject to suspension or debarment in accordance with the requirements of this section if the head of the agency determines that—

(A) the contractor or individual has made a false certification under subsection (a);

(B) the contractor violates such certification by failing to carry out the requirement of subparagraph (A), (B), (C), (D), (E), (F) of subsection (a)(1); or

(C) such a number of employees of such contractor have been convicted of violation of criminal drug statutes for violations occurring in the workplace as to indicate th-

the contractor has failed to make a good faith effort to provide a drug-free workplace as required by subsection (a).

(2) **CONDUCT OF SUSPENSION, TERMINATION, AND DEBARMENT PROCEEDINGS.**—(A) If a contracting officer determines, in writing, that cause for suspension of payments, termination, or suspension or debarment exists, an appropriate action shall be initiated by a contracting officer of the agency, to be conducted by the agency concerned in accordance with the Federal Acquisition Regulation and applicable agency procedures.

(B) The Federal Acquisition Regulation shall be revised to include rules for conducting suspension and debarment proceedings under this subsection, including rules providing notice, opportunity to respond in writing or in person, and such other procedures as may be necessary to provide a full and fair proceeding to a contractor or individual in such proceeding.

(3) **EFFECT OF DEBARMENT.**—Upon issuance of any final decision under this subsection requiring debarment of a contractor or individual, such contractor or individual shall be ineligible for award of any contract by any Federal agency, and for participation in any future procurement by any Federal agency, for a period specified in the decision, not to exceed 5 years.

SEC. 5152. DRUG-FREE WORKPLACE REQUIREMENTS FOR FEDERAL GRANT RECIPIENTS.

(a) DRUG-FREE WORKPLACE REQUIREMENT.

(1) **PERSONS OTHER THAN INDIVIDUALS.**—No person, other than an individual, shall receive a grant from any Federal agency unless such person has certified to the granting agency that it will provide a drug-free workplace by—

(A) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(B) establishing a drug-free awareness program to inform employees about—

(i) the dangers of drug abuse in the workplace;

(ii) the grantee's policy of maintaining a drug-free workplace;

(iii) any available drug counseling, rehabilitation, and employee assistance programs; and

(iv) the penalties that may be imposed upon employees for drug abuse violations;

(C) making it a requirement that each employee to be engaged in the performance of such grant be given a copy of the statement required by subparagraph (A);

(D) notifying the employee in the statement required by subparagraph (A), that as a condition of employment in such grant, the employee will—

(i) abide by the terms of the statement; and

(ii) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

(E) notifying the granting agency within 10 days after receiving notice of a conviction under subparagraph (D)(ii) from an employee or otherwise receiving actual notice of such conviction;

(F) imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by section 5154; and

(G) making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (A), (B), (C), (D), (E), and (F).

(2) **INDIVIDUALS.**—No Federal agency shall make a grant to any individual unless such individual certifies to the agency as a condition of such grant that the individual will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in conducting any activity with such grant.

(b) **SUSPENSION, TERMINATION, OR DEBARMENT OF THE GRANTEE.**—

(1) **GROUND FOR SUSPENSION, TERMINATION, OR DEBARMENT.**—Each grant awarded by a Federal agency shall be subject to suspension of payments under the grant or termination of the grant, or both, and the grantee thereunder shall be subject to suspension or debarment, in accordance with the requirements of this section if the agency head of the granting agency or his official designee determines, in writing, that—

(A) the grantee has made a false certification under subsection (a);

(B) the grantee violates such certification by failing to carry out the requirements of subparagraph (A), (B), (C), (D), (E), (F), or (G) of subsection (a)(1); or

(C) such a number of employees of such grantee have been convicted of violations of criminal drug statutes for violations occurring in the workplace as to indicate that the grantee has failed to make a good faith effort to provide a drug-free workplace as required by subsection (a)(1).

(2) **CONDUCT OF SUSPENSION, TERMINATION, AND DEBARMENT PROCEEDINGS.**—A suspension of payments, termination, or suspension or debarment proceeding subject to this subsection shall be conducted in accordance with applicable law, including Executive Order 12549 or any superseding Executive order and any regulations promulgated to implement such law or Executive order.

(3) **EFFECT OF DEBARMENT.**—Upon issuance of any final decision under this subsection requiring debarment of a grantee, such grantee shall be ineligible for award of any grant from any Federal agency and for participation in any future grant from any Federal agency for a period specified in the decision, not to exceed 5 years.

SEC. 5154. EMPLOYEE SANCTIONS AND REMEDIES.

A grantee or contractor shall, within 30 days after receiving notice from an employee of a conviction pursuant to section 5152(a)(1)(D)(ii) or 5153(a)(1)(D)(ii)—

(1) take appropriate personnel action against such employee up to and including termination; or

(2) require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

SEC. 5154. WAIVER.

(a) **IN GENERAL.**—A termination, suspension of payments, or suspension or debarment under this subtitle may be waived by the head of an agency with respect to a particular contract or grant if—

(1) in the case of a waiver with respect to a contract, the head of the agency determines under section 5152(b)(1), after the issuance of a final determination under such section, that suspension of payments, or termination of the contract, or suspension or debarment of the contractor, or refusal to permit a person to be treated as a responsible source for a contract, as the case may be, would severely disrupt the operation of such agency to the detriment of the Federal Government or the general public; or

(2) in the case of a waiver with respect to a grant, the head of the agency determines that suspension of payments, termination of the grant, or suspension or debarment of

the grantee would not be in the public interest.

(b) **EXCLUSIVE AUTHORITY.**—The authority of the head of an agency under this section to waive a termination, suspension, or debarment shall not be delegated.

SEC. 5154. REGULATIONS.

Not later than 90 days after the date of enactment of this subtitle, the government-wide regulations governing actions under this subtitle shall be issued pursuant to the Office of Federal Procurement Policy Act (41 U.S.C. 401 et seq.).

SEC. 5157. DEFINITIONS.

For purposes of this subtitle—

(1) the term "drug-free workplace" means a site for the performance of work done in connection with a specific grant or contract described in section 5152 or 5153 of an entity at which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in accordance with the requirements of this Act;

(2) the term "employee" means the employee of a grantee or contractor directly engaged in the performance of work pursuant to the provisions of the grant or contract described in section 5152 or 5153;

(3) the term "controlled substance" means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812);

(4) the term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

(5) the term "criminal drug statute" means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance;

(6) the term "grantee" means the department, division, or other unit of a person responsible for the performance under the grant;

(7) the term "contractor" means the department, division, or other unit of a person responsible for the performance under the contract; and

(8) the term "Federal agency" means an agency as that term is defined in section 552(f) of title 5, United States Code.

SEC. 5154. CONSTRUCTION OF SUBTITLE.

Nothing in this subtitle shall be construed to require law enforcement agencies, if the head of the agency determines it would be inappropriate in connection with the agency's undercover operations, to comply with the provisions of this subtitle.

SEC. 5155. REPEAL OF LIMITATION ON USE OF FUNDS.

Section 628 of Public Law 100-440 (relating to restrictions on the use of certain appropriated amounts) is amended—

(1) by striking "(a)" after "Sec. 628."; and

(2) by striking subsection (b).

SEC. 5156. EFFECTIVE DATE.

Sections 5152 and 5153 shall be effective 120 days after the date of the enactment of this subtitle.

Subtitle E—President's Media Commission on Alcohol and Drug Abuse Prevention

SEC. 5201. AUTHORIZATION OF APPROPRIATIONS FOR PRESIDENT'S MEDIA COMMISSION ON ALCOHOL AND DRUG ABUSE PREVENTION.

There are authorized to be appropriated for the President's Media Commission on Alcohol and Drug Abuse Prevention—

(1) \$1,000,000 for the fiscal year ending September 30, 1989;



Bowling Green State University

Office of Publications
Bowling Green, Ohio 43403
(419) 372-2716
Cable: BGSUOH

Feb. 8, 1989

MEMORANDUM

TO: Pat, Jill, Norma

FROM: Linda Swaisgood *Linda*

RE: Attached on Parking Appeals Committee

The attached was approved by the University Parking Committee at its meeting on Jan. 27. I attended that meeting representing Parking Appeals.

This is a revision of what ASC saw before, and the Parking Committee is now asking for ASC endorsement. I believe most, if not all, of our previous concerns have been satisfactorily addressed, but the fact remains that the Parking Committee has NO jurisdiction over Parking Appeals so the recommendation really carries no weight.

Kevin Work, who chairs the Parking Committee, intends to carry this recommendation forward for endorsement by Faculty Senate and Classified Staff Council, and then take it to Bob Martin to whom the Parking Appeals Committee reports.

Perhaps we can discuss this at the next ASC Executive Committee meeting. I have obtained further information on the reasons why the Parking Committee decided to make these recommendations. There seem to be a few power hungry individuals on that committee and I have some concerns about their flexing their muscle in what might be an inappropriate direction.

Revised**Recommendations for Parking Appeals Committee****by the University Parking Committee****January 27, 1989**

The University Parking Committee has been asked by several persons and groups on campus to find a way to improve the present parking appeals process for faculty, staff, and graduate assistants at EGSU. It must be made clear at this time that the University Parking Committee has no jurisdiction over the Parking Appeals Committee at this time (the University Parking Committee is under the Committee on Committees of the Faculty Senate and the Parking Appeals Committee is presently under the VP for Operations) and that the following are merely our recommendations for improving the process. We stress, however, that we feel that the recommendations are strong ones and that the present situation should be changed as soon as possible.

A. MEMBERSHIP OF PARKING APPEALS COMMITTEE

The membership of the Parking Appeals Committee ^{shall} should consist of four positions:

- 1 Faculty member**, ~~one of~~ elected for a three-year term.
- 1 Administrative Staff member**, elected for a three-year term.
- 1 Classified Staff member**, elected for a three-year term.
- 1 Graduate Assistant**, who shall serve a one-year term.

We would also wish to see the following become policy for the Parking Appeals Committee:

- 1) One member of the Parking Appeals Committee should also serve on the University Parking Committee to ensure communication between the two bodies.
- 2) Each member should designate an alternate member, subject to approval by the Parking Appeals Chair, who shall attend meetings in the member's absence. *Committee*
- 3) Three members present at a meeting shall constitute a quorum.

- 4) The Chair should have served on the committee for at least one year previous to becoming Chair of the Parking Appeals Committee,
- 5) No one shall serve as Chair for more than three years consecutively,
- 6) Members can be reelected to a new term on the Parking Appeals Committee immediately following the completion of their term.
- 7) The Chair shall be elected for a one year term.

B. Reappeals

*Why?
Reconsideration
The wheel*

- 1) The University Parking Committee shall be the body that rules on second appeals, if the Chair of the University Parking Committee deems that an appeal merits a second consideration.

C. MEETINGS OF PARKING APPEALS COMMITTEE

At present, the Parking Appeals Committee vote on the appeals without discussion among the members of the committee. The University Parking Committee recommends the following:

- 1) Committee meetings shall be held every two weeks at a set time and in a designated location.
- 2) The Parking Appeals Committee should discuss all appeals prior to voting.
- 3) The Parking Appeals Committee shall decide on appeals by a simple majority vote. The Chair shall vote only in the case of a tie.
- 4) The Parking Appeals Committee will meet in closed session.

D. PROCEDURAL CHANGES

- 1) Any person wishing to appeal a parking citation must file their appeal within ~~10~~ ²¹ calendar days of the date of issuance of the citation.
- 2) A decision must be made on every appeal within 21 days of the initial filing. This rule will not apply to any second appeals, nor

will it apply to first appeals during BGSU break or holiday periods when an additional 10 day adjudication grace period shall be in effect.

- 3) A Compliance Officer appointed by the Parking Appeals Committee (preferably, a member of the Parking Appeals Committee) shall rule on appeals during Christmas break.
- 4) In order to better facilitate communication and accountability, we recommend that a three-part parking appeals form should be adopted and used.
- 5) Given the high volume of paperwork and correspondence that is necessarily generated by this committee, we recommend that some clerical support should be given to them.

ASC Executive Meeting

February 28th, 1939

1. CSC request for joint sponsorship of golf outing: June 9th or 16th
2. Meeting agenda for Thursday: March 2, 1939
- questions for Murray
3. Drug free work place policy
full - ch. 6 NIME - are we to respond to a pending draft - or develop our own?
4. Joint meeting date with SEC and CSC
5. Policy for merit, across the board
- cost of living and remainder for merit, *with adjustment*
60/40
6. Report on meeting with Dr. Dalton.
7. other matters

Drug Free Workplace Act of 1988 - This Act requires most federal government contractors, as well as recipients of federal grants, to take specific steps to ensure a drug-free workplace, beginning March 13, 1989. One of the Act's central provisions requires employers to prepare and distribute an anti-drug policy statement prohibiting any drug related activity in the workplace.

Bowling Green State University Drug Free Work Place Policy

It is the intent and obligation of Bowling Green State University to provide a drug-free work environment.

Employees must, as a condition of employment, abide by the terms of the policy and report any conviction under a criminal drug statute for violations occurring on or off university premises while conducting university business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988.)

Violations of this policy may result in disciplinary actions as listed in the appropriate University Handbooks.

ASC EXECUTIVE COMMITTEE:

March 14th, 1989 -- Union - 12 noon

1. Lisa Palmer - AD Club - Drug Free Campus

353-7649 \$100

2. Amendments & by-laws -- Norma

April

3. Separate committee for salary?

Add Salary Comm. - Maintenance - Communication?

4. guest for April meeting?

Phyllis down waste?

5. Budget proposal for next year: professional development line

6. Joint meeting with CSC and SEC: March 29th or 30th .

W/R

7. Response needed to Bart Brennan's trustee comments?

8. Letter to Chris concerning second opinion.

mtg adj.
 ? mtg guidelines
 Search

SRF

April Mtg:

Before.

Matters?

Review on salary data w/o Central State
 5.26% below avg.

→ 5.31%
 below avg.

Look out 1 person who has no equivalent at their schools.



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM:

DATE: March 14, 1989

TO: Christopher Dalton, Vice President
Planning and Budgeting

FROM: Pat Fitzgerald, Chair *PJ*
Administrative Staff Council

RE: Mandatory second opinion for surgery

The Personnel Welfare Committee of the Administrative Staff Council has asked me to write to you expressing their concern about the potential dropping of the mandatory second opinion provision of the cost containment plan.

It is felt that such a cost containment plan is in the best interests of the University and would prevent some unnecessary surgeries and expenses. There is presently an Insurance Appeals Committee that is capable of handling disputes in applying the mandatory second opinion for plan participants.

In order to keep medical costs contained in a self-funded program it is important that measures such as the second opinion be applied universally to the employee group as long as each employee is participating equally in the plan. Should we adopt a "cafeteria" or self-selecting plan in the future, then perhaps the option of second opinions can be explored. An employee who would choose not to have a plan with required second opinion might in that case have a higher deductible or pay additional premiums.

ASC Executive Committee Meeting

Canal Room -- Union

Noon- March 28th, 1989

1. Drug free ads -- AWD Club Lisa Palmer

1:30

2. Scholarship fund drive -- April meeting-- Laura Emch

3. Two ASC or AS members for committee to develop "Drug Free Workplace" implementation.

*Bob Arnone-Smith
Rich Hughes*

4. Rep to work with ASC for June golf outing.

Charles Schetty

- 5. Meeting with SEC/CSC -- April 12--noon *at 12:00*

6. Election update-- Norma

7. Welfare -- report -- Rich

8. Exec Meeting at Firelands?

June

Agenda

Agenda

1. Scholarship
2. Bob Martin
3. Screening Committee Statement
4. Comm.

Call Bob A.

Call A.H.

*Derick P.
Rich C.*

ASC Executive Committee Meeting

Canal Room -- Union

Noon- April 11th, 1989

1. Drug free ads -- Ad Club Lisa Palmer
2. "Due process" problem as presented in the Handbook changes
Send to A H.
3. Council election report -- Norma
4. President's panel -- topics
5. Nominations for ASC officers -- 89-90. *See*
6. Welfare -- report -- Fich
8. Exec Meeting at Firelands:

Chair
 ✓ Kaplan
 ✓ Conrad
 ✓ De Cune
Chair
See
 ✓ Jordan
 ✓ McLaughlin
 ✓ & Regan
 ✓ Melissa
 Furutone



Bowling Green State University

April 4, 1989

Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: ASC Executive Committee

FROM: Annmarie Heldt *Annmarie*

RE: Handbook

It has been brought to my attention that some question remains relating to the suggested change in the Administrative Staff Handbook in the section "Grievance and Hearing Procedures." Specifically, the question raised relates to the grounds for petition of grievance as:

"A. Failure to observe due process
at the unit level."

It appears that the concept of due process can be misunderstood by competent attorneys and/or judges. Should an administrative staff member in a supervisory position be responsible for an interpretation of a concept few people understand? Please let me know how you wish to proceed.

AH:mmb

- A. Matters of interpretation or application of University policy or of the provisions of the Administrative Staff Handbook.

SECTION 5: FACULTY GRIEVANCE PROCEDURES

Procedure for handling of faculty grievances by the Faculty Senate's Faculty Personnel and Conciliation Committee (FPCC).

A. Types of Grievances to be Considered¹

1. Nature of Grievance:

- a. non-renewal of probationary contract or denial of tenure;
- b. denial of promotion;
- c. inequitable treatment regarding salary, departmental responsibilities or other professional assignments;
- d. termination of a probationary tenured appointment for cause. Some of the procedures regarding this type of grievance are different from procedures for grievances in a, b, and c above;
- e. all other cases set forth in Article IV.6.D.

2. Grounds for petition may be any or all of the following allegations:

- a. failure to observe due process in decisions at the departmental, school, college or higher administrative level (including failure to meet Charter provisions for evaluation of probationary faculty or other failure to meet formal professional commitments);
- b. denial of academic freedom;
- c. inadequate or inequitable consideration of professional competence;
- d. unlawful discrimination because of race, creed, color, national origin, sex, age, or handicap;
- e. inadequate cause for termination of tenured or probationary appointment.

B. The Appeal Petition

The appeal petition shall include the following:

1. Specific statement of the nature of the grievance and the grounds for the grievance, including all available supporting evidence deemed relevant by the appellant. (The

¹See also Termination of Appointment for Cause (University Policy on Faculty Appointment and Tenure, B-I.3.I).

ASC Executive Committee

April 25, 1989-- 12 noon

1. Report on elections -- Norma
2. Ferrari committee report -- Jill
May 1
3. Welfare
4. Agenda Items for May meeting
5. Firelands: ~~May 23rd~~ or ~~June 13th~~
6. Other matters

File 57

ASC Executive Committee

May 9th, 1989

BG Country Club- Noon

1. Election report
2. Market adjustment guidelines
3. Market application guidelines
4. other matters

May 19 - Teleconference

May 30 - Firelands

Market Adjustments for Administrative Staff

- ✓ 1. Requests for market adjustments may be formulated by the staff member's supervisor and/or contracting officer or by the administrative staff member.
- ✓ 2. All requests for market adjustments should be reviewed by the Director of Administrative Staff Personnel Services who will make a comparative study using local, state, and national data on administrative staff salaries in comparable positions.
3. ~~The minimum adjustment range should be \$750 to \$1000. Market adjustments in the range of \$100 to \$500 should be avoided.~~

[Market adjustments should be considered only for individuals whose salaries fall more than 10 percent below the average for comparable positions.] *Priority to those farthest out of unit.*

4. On the assumption that new staff members are hired at salaries close to the market, priority for market adjustments should be given to staff members who have been at EGSU for a longer period of time and may have fallen below the market--assuming that their performance is meritorious.

LT 5X Adjustments for administrative staff at the lower end of the pay scale may be more critical than for those at the upper end of the pay scale.

out 6X Staff members who have received market adjustments in the past five years should be given lower priority for another market adjustment.

7. ~~Market adjustments are to be given only to individuals whose performance has been demonstrated to be meritorious.~~ A market adjustment is not to be used as an alternate way of obtaining additional merit money.

*in current U. position for at least
3 yrs., at end of current fiscal yr.*

*all things being equal, priority to those
here longest,*

ASC Executive Committee Meeting

May 30th, 1989

Firelands College

1. Establish teleconference with Diane Pegan
2. Thank Dennis Horan and Dean Dekard for hospitality
3. Review recommendations of Welfare Committee re market adjustments
4. Discuss and make recommendations concerning retired staff benefits for tuition waivers to conform to faculty and classified staff.
5. A. Ferrari Committee report - Jill
6. B. Final election report - Norma
7. C. Agenda items for ASC meeting for June

#3 - Bring up in The fall.

Policy: Should we take something forward that
exec. c. doesn't endorse,
check by laws.

Grant funded positions:
no major discrepancies.

#4. Agreed to change to drop 5 yr. restriction



Bowling Green State University

6/7/89 ✓ 45
Administrative Staff Council
Bowling Green, Ohio 43403-0373

June 7, 1989

MEMORANDUM

TO: Administrative Staff Council Executive Committee
FROM: Norma J. Stickler *Norma*
Secretary of Administrative Staff Council
RE: Meetings of May 30 and June 13

Summary of May 30 meeting:

Agreement to place original market adjustment procedures statement on the June 1 agenda of ASC. The "Arrowsmith" revision will not be sent forward.

Agreement that action on the distribution guidelines for market adjustments will be postponed until early in the fall semester. The guidelines as approved by the Executive Committee on May 9, 1989 have been sent to Dr. Dalton and will be used for this year's distribution.

The Personnel Welfare Committee reports that it found no serious discrepancies in the levels of grant funded salaries.

It was agreed to forward a recommendation to Annmarie Heldt requesting that dependent fee waivers be extended to retired administrative staff on the same basis as they are for faculty (see attached).

The Executive Committee will meet on June 13 in the Canal Room of the Union.

Enclosed, from Pat Fitzgerald, is an article of interest about second opinions.

WV
enclosures



Bowling Green State University

Administrative Staff Council
Bowling Green, Ohio 43403-0373

MEMORANDUM

To: Annemarie Haldt, Director
Administrative Staff Personnel Services

From: Patrick T. Fitzgerald, Chair
Administrative Staff Council *PJ*

Date: May 31, 1989

Re: Retirement Benefits

The Administrative Staff Executive Committee at their meeting on May 30th, 1989 requested that I write to you concerning the discrepancy in retirement benefits between faculty and administrative staff.

On April 18th, the Faculty Senate passed Charter revisions that have no such time limitations on fee waivers for dependents. It is further believed that our present policy unfairly discriminates against those who have chosen to marry or have children at an older age.

We are requesting that in order for retirement benefits for spouse and dependents to be equal, the five year limitation should be omitted from our handbook on page 25 (V. E.) and page 33 (no. 6). Please include these changes in the handbook revisions that are to go forward this year to eliminate the present five year limitation on fee waivers for retiree dependents.

Thank you.

XC: ASC Executive Committee

*Inclusion with
Case Committee minutes*

MARKETPLACE

Law: California's Proposition 13 is targeted with a lawsuit

Page B12.

Who's News: Ernst & Young merger must reconcile two different styles

Page B14.

Revising Second-Opinion Health Plans

Companies Find Such Programs Fail to Cut Costs

By JAMES R. SCHIFFMAN

Staff Reporter of THE WALL STREET JOURNAL
Employers are having second thoughts on second opinions.

Over the past decade, corporations increasingly turned to health-care programs that required second opinions for surgery, with the idea that a second look may find costly treatment unnecessary.

It didn't work that way. Instead, second opinions almost always confirm the first—meaning companies have to pay for the surgery and the second opinion. Even when surgery costs do decline, the savings are often too small to offset the cost of the second opinions.

As a result, many companies are revising their second-opinion programs to make them more flexible—or dropping them altogether. PepsiCo Inc. redesigned its plan to make second opinions voluntary except when a reviewing panel decides another look is necessary. Eorden Inc. made its second-opinion program entirely voluntary. Eucyrus-Erie dropped its second-opinion plan completely.

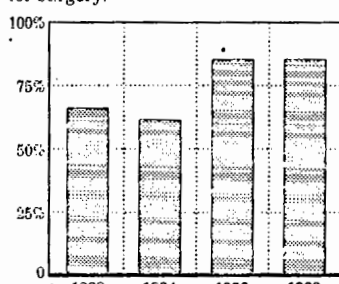
"Initially, everybody thought the second surgical opinion was the answer to everyone's problems," says Vicki Fortman, Eorden's manager, employee benefits administration. "All it was doing was antagonizing the employees."

Uneasy Doctors

What went wrong? Insurers pin the blame on doctors. They cite recent studies suggesting some procedures on second-opinion lists—heart bypass surgery and an operation to unblock clogged neck arteries, for example—are performed inappropriately at alarming rates. Yet, insurers say, doctors are uneasy about contradicting each other. Physicians depend on each other for referrals, and getting a reputation as a contrarian could result in a main source of patients drying up. At the same

Popular Plans - but Are They Worth It?

The percentage of surveyed employers that had adopted a second-opinion plan for surgery.



Source: Wyatt Co.

The following compares the cost and savings of a second-opinion program for surgery and a broader program that includes more physician reviews, as well as the review of certain outpatient testing and non-surgical treatment.

	SECOND-OPINION PLAN	BROADER PROGRAM
Cost per 1,000 employees	\$ 455	\$ 720
Projected savings per 1,000 employees	1,187	7,436
Return on investment	3:1	10:1

Source: Intracorp

time, physicians giving contrary second opinions also could face malpractice lawsuits if a patient suffers because surgery isn't performed.

In addition, the doctors most often asked for second opinions are surgeons, and they aren't inclined to recommend alternatives to the knife. "Surgeons are trained to cut, and they cut. That's how they earn their livelihood," says Dr. Richard Cooper, a physician and health-care consultant in Franklin, Tenn.

Not everybody agrees with such explanations, of course. The American Medical Association says that second opinions generally confirm the first largely because advancements in medicine have led to a greater consensus among physicians about what is appropriate. Moreover, studies showing high rates of inappropriate procedures are based on data from the 1970s and early 1980s and probably are out of date, an AMA spokesman says.

Whatever the reason, most insurers agree that the mandatory second-opinion programs haven't been worth the effort and cost. So, many are looking for ways to tinker with the program, while keeping the principle intact.

One thing they are doing is making it voluntary. That's an approach favored by the AMA and by companies like Eorden. "There are people out there who wish to

have that second opinion," says Eorden's Ms. Fortman. "We are trying to educate our employees that you don't have to always rely on the first opinion, but we don't want to penalize them if they elect not to [get a second opinion]."

In January, Pepsi stopped requiring second opinions and switched to a mostly voluntary review system, after finding a high confirmation rate in its second opinions. But it says its program is designed more to help employees make health-care decisions than to cut costs. "We at Pepsi never expected second surgical opinions to save a lot of money," says Chan Eurchenal, manager, benefits planning.

Several insurers are also increasing the number of non-surgical among the physicians they suggest for second opinions, on the theory that they would be less inclined to opt for cutting. The company says it is still too early to tell whether the move will help cut costs.

Others, such as Travelers Corp., are instituting programs in which nurses or physicians contracted by the insurers review requests for surgery to determine whether a second opinion is needed. Travelers' "patient advocate" plan lists 14 procedures that are believed to be often performed inappropriately, including coronary bypass, hysterectomy, and knee surgery. To receive the specified reimbursement, patients recommended for these surgeries have to call screening nurses, who either waive the second opinion if a procedure is obviously needed, or require another look by a physician.

Aetna Life & Casualty Co. broke new ground in January when it began offering a similar review program for outpatient surgery. Among its list of procedures that require screening: cataract surgery, removing hemorrhoids and fixing crooked toes.

But the revised programs are getting mixed reviews. GTE Corp., which adopted Traveler's patient advocate plan about a year ago, says the company still is spending more on second opinions than it is saving by avoiding surgery. A check of about 20% of the company's 110,000 employees

showed that the program cost about \$22 more per employee last year than GTE's earlier voluntary second-opinion plan, says Bruce Taylor, GTE's manager, employee insurance. Still, "if it leads the patient to more information" about medical care, he says, then the program "still has some very worthwhile ancillary benefits."

It Wasn't Worth It

Some companies, however, have decided that second-opinion programs aren't worth it, in any form. Eucyrus-Erie canceled its plan last year after discovering that up to 95% of second opinions confirmed the first, says Jerry Thorne, the company's manager of benefits and compensation. Instead, the company instituted a program under which only hospital stays must be approved by the insurer in advance. Mr. Thorne says the new plan saves money because it pressures doctors to shorten the amount of time patients are hospitalized.

Still, there are those who believe that the way to cut health-care costs is not to make second-opinion programs more flexible but to expand them to include non-surgical treatments and diagnostic testing. Cigna Corp.'s Intracorp subsidiary says a second-opinion program for surgery typically saves about \$1,500 for each 1,000 employees—but a more extensive plan that includes other treatments besides surgery saves five times that amount.

At this stage, it's still unclear which methods will yield the best results, and most companies say they are keeping a close watch. Says GTE's Mr. Taylor: "It's almost like a stalking exercise—trying to figure out what to do next."

TECHNOLOGY

Xerox Seeking Licensing Fees For Software

By PAUL B. CARROLL

Staff Reporter of THE WALL STREET JOURNAL

Xerox Corp. announced a plan to seek licensing fees from computer companies, in a move that could further fuel the controversy over intellectual-property rights.

Xerox, the business-equipment and financial-services company, said it believes it is entitled to fees related to the work it did in the early 1980s in developing graphical user interfaces. The user interface refers to the look and design of a computer screen, as well as the basic commands for controlling it.

Xerox's decision could have a broad impact on the computer industry. Many of the company's ideas apparently were incorporated in Apple Computer Inc.'s Macintosh and in the latest operating system for International Business Machines Corp. personal computers and their clones.

Lawyers say the real question, though,

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LAW

Grocers Sued by Homeless Over Deposit-Bottle Issue

By ALAN HAGEDORN

Staff Reporter of THE WALL STREET JOURNAL
NEW YORK — Lawyers representing 5,000 homeless people here sued several big supermarket chains for allegedly refusing to accept bottles and cans brought in for redemption.

Under legislation enacted by New York in 1983—and under similar bottle laws in eight other states—people who return bottles and cans get back the nickel or dime

violations of the bottle law on the part of Great Atlantic & Pacific Tea Co., which in New York operates Shopwell Inc., A&P and Food Emporium; Red Apple Co., operating stores under the names Red Apple, Charles & Co. and Gristede; Sloan's Supermarkets Inc.; and D'Agostino Supermarkets Inc.

A&P officials declined to comment since they hadn't yet seen the suit. The other supermarkets couldn't be reached